

EDITED KSA LISTING

CLASS: PAROLE AGENT II, YOUTH AUTHORITY (SPECIALIST)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive knowledge of the principles, techniques, trends in rehabilitation, parole and social casework to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K2.	Extensive knowledge of the methods used and problems involved in the supervision and rehabilitation of youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K3.	General knowledge of the causes, extent, and treatment of juvenile delinquency to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K4.	General knowledge of the organization, and functions of the Board of Parole Hearings to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K5.	General knowledge of the laws pertaining to youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K6.	General knowledge of the Youth Authority Act to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K7.	Comprehensive knowledge of court decisions affecting the rights of parolees to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K8.	Comprehensive knowledge of placement, probation, and parole services of youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K9.	General knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of youthful offenders in order to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K10.	General knowledge of vocational and education counseling methods in order to assist youthful offenders in their successful integration into the community.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K11.	General knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to parolees to assist in their successful integration into the community.
K12.	Comprehensive knowledge of peace officer duties and responsibilities of Division of Juvenile Justice employees as defined in the Penal Code to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K13.	Comprehensive knowledge of the functions and procedures of Federal, State, county, and municipal law enforcement agencies in order to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K14.	General knowledge of the principles and methods of conducting investigations as it relates to youthful offenders to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K15.	Comprehensive knowledge of laws of arrest, rules of evidence and court procedures required to effectively address/manage violations and conditions of parole.
K16.	General knowledge of the functions and procedures of Interstate Compact Parole in order to effectively accomplish the mission of the Division of Juvenile Parole Operations.

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	Skill to:
S1.	Plan the work of appropriate staff in order to achieve the department's mission, values, and goals.
S2.	Organize the work of appropriate staff in order to achieve the department's mission, values, and goals.
S3.	Analyze situations accurately in order to determine and adopt an effective course of action.
S4.	Prepare/review reports (e.g., training, operational plans, use of force, parolee records, etc.), in order to document critical data/information for litigation/violations, communication, etc.
S5.	Effectively communicate in order to provide information and direction to meet the department's mission, values, and goals to promote collaborative partnerships, enhance morale and productivity.
S6.	Use and operate computerized equipment to create documents, query, input, retrieve and update database information to monitor, track and supervise parolee caseload.

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	Special Personal Characteristics:
SPC1.	Demonstrate interest in rehabilitation and enthusiasm for working with youthful offenders in order to effectively accomplish the mission of the Division of Juvenile Parole Operations.
SPC2.	Ability to gain the respect and confidence of community agencies, law enforcement personnel, youthful offenders and their relatives and friends to meet the mission of the Division of Juvenile Justice.
SPC3.	Adaptability and tact in order to communicate effectively with individuals of diverse cultural backgrounds, various professions, and personalities.
SPC4.	Emotional stability and maturity in order to think/respond effectively during high stress situations.
SPC5.	Reliability in your personal life and career to effectively accomplish the mission of the Division of Juvenile Parole Operations.
SPC6.	Neat/Professional appearance when representing the department and performing the duties as a Parole Agent.

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	Special Physical Characteristics:
SPhC1.	Sound physical ability to effectively perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb, etc.) related to conducting searches, arresting, securing contraband, conducting home visits, accessing file cabinets, entering and exiting a vehicle, etc., necessary to perform required duties of a Parole Agent.

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	Willingness to:
WC1.	Willingness to travel throughout the state.
WC2.	Willingness to irregular hours.
WC3.	Willingness to respond to emergencies at any time.
WC4.	Willingness to work with youthful offenders, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.
WC5.	Willingness to work with youthful offenders, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.
WC6.	Willingness to treat youthful offenders in a professional, ethical, and tactful manner.
WC7.	Willingness to have and maintain a valid first aid and/or CPR certificate.